

# OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

October 8, 2015

**SUBJECT: PROBATIONARY SERVICE RATING REPORTS – REVISED; AND, PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST – ACTIVATED**

**PURPOSE:** This Order amends Department Manual Section 3/760.40, *Probationary Service Rating Reports*, and activates the Probationary Detective Performance Checklist (Checklist), Form 01.87.05. The Checklist establishes specific measures of performance to assess and guide the probationary detective's daily performance. This Checklist will be used to document the performance of a probationary detective in the specific categories of Primary Investigative Activities, Follow-up (Investigative) Activities, Court Related Activities, Workload Management, Analysis, and Communication. These specific categories have been implemented to ensure probationary detectives engage in the activities that will develop the skills they need to satisfactorily perform the duties of a detective.

Previously, a Standards Based Assessment (SBA) – Lieutenant and Below, Form 01.87.00, was required for each month during the probationary period for all detectives. The Checklist will replace the existing SBA for probationary detectives and will eliminate the need for detective supervisors to complete monthly evaluation reports during a detective's probationary period. Instead, detective supervisors will actively observe and document the progress of the probationary detective on the Checklist.

**Note:** The duties of the Area Probationary Coordinator and the detective supervisors are outlined on Page 2 of the Checklist.

Probationary detectives that have already been evaluated using the SBA shall continue to be assessed using the SBA until the completion of their six-month probationary period. This Order does not change the process for evaluating the performance of probationary lieutenants.

## PROCEDURE:

- I. PROBATIONARY SERVICE RATING REPORTS - REVISED.** Department Manual Section 3/760.40 has been revised. Attached is the revised Manual Section, with revisions indicated in italics.
- II. PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST, FORM 01.87.05 – ACTIVATED.** The Probationary Detective Performance Checklist, Form 01.87.05, is activated. Each probationary detective must complete the training by being signed off as "Competent" in all of the categories and tasks by the end of the six-month probationary period. As per Civil Service Rule 5.26, if any probationary detective is absent in excess of seven calendar days in the aggregate, whether on leave or not, and including restricted duty, the probationary period will be extended for the period missed.
  - A. Use of Form.** This form is used to document the performance of probationary detectives.

**B. Completion.** Area Probationary Coordinators and detective supervisors shall utilize the instructions located on Page 2 of the Checklist, as a guideline for completing this form.

**C. Distribution.** The distribution for the Checklist is as follows:

1 – Original, Personnel Division (Records).

1 – Copy, employee's divisional file.

1 – Copy, employee.

**3 – TOTAL**

**FORM AVAILABILITY:** The Probationary Detective Performance Checklist is available in E-Forms on the Department's Local Area Network (LAN). A copy of the Checklist is attached for immediate use and duplication.

**AMENDMENT:** This Order amends Section 3/760.40 of the Department Manual. The "Form Use" link applicable to the Probationary Detective Performance Checklist is accessible in E-Forms on the Department's LAN.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL**  
**VOLUME III**  
**Revised by Special Order No. 19, 2015**

**760.40 PROBATIONARY SERVICE RATING REPORTS.** Probationary service rating reports shall be completed as follows:

**Captains and Above.** A Performance Evaluation Report – Captains and Above, Form 01.33.00, shall be completed for each officer in the rank of Captain and above every three months during his/her probationary period.

**Lieutenants.** A Standards Based Assessment – Lieutenant and Below, Form 01.87.00, shall be completed each month during the probationary periods of all lieutenants.

**Sergeants.** The Probationary Sergeant Performance Checklist, Form 01.87.04, shall be completed for probationary sergeants. Watch commanders shall evaluate performance on an ongoing basis and regularly document the progress on the Checklist. Each probationary sergeant must complete the training by being signed off as “Competent” in all of the Checklist tasks by the end of each probationary sergeant’s six-month probationary period.

**Detectives.** *The Probationary Detective Performance Checklist, Form 01.87.05, shall be completed for probationary detectives. Detective supervisors shall evaluate performance on an ongoing basis and regularly document the progress on the Checklist. Each probationary detective must complete the training by being signed off as “Competent” in all of the categories and tasks by the end of the six-month probationary period.*

**Note:** If a probationary period is interrupted for another assignment (e.g., detectives *and* sergeants), the employee shall complete all Checklist task items and his/her six-month period before the probation is deemed complete.

**Entry-level Probationary Officers.** A Probationary Police Officer Weekly Evaluation Report (*PPOWER*), Form 01.78.01, shall be completed for each entry-level probationary police officer who has completed the recruit phase of training.

During Phase II of the probationary period, each probationary police officer shall be rated bi-weekly on the *PPOWER*. During Phase III of the probationary period, the *PPOWER* shall be completed at the conclusion of each deployment period for the remainder of the officer’s probationary period.

**Note:** When the commanding officer of a probationary *police* officer determines to extend the Phase II training, probationary ratings shall be continued on a bi-weekly basis until the probationary *police officer* is passed to Phase III.

Only actual observed performance will be evaluated. Field training officers and supervisors are not obligated to rate every function delineated on the *PPOWER*. The Probationary Police Officer Evaluation Continuation Sheet, Form 01.78.11, shall be completed to explain the “below standard” ratings given for each function rated.

**DEPARTMENT MANUAL**  
**VOLUME III**  
**Revised by Special Order No. 19, 2015**

**Exceptions:** A Standards Based Assessment – Lieutenant and Below, shall be completed in lieu of the PPOWER when:

- The officer's probationary term is successfully completed during the deployment period covered; or,
- The officer fulfilled a function or primary duty assignment other than patrol or traffic during the major portion of the deployment period covered.

**Civilian Employees.** *An Employee Evaluation Report, Form PDAS-28E, shall be used to record evaluations for entry-level civilian employees. A Supervisory Evaluation Report, Form PDAS-28S, shall be used to record evaluations for newly promoted civilian employees.*

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_ Serial No.: \_\_\_\_\_

Date Promoted: \_\_\_\_\_ Date Probation Ends: \_\_\_\_\_

**SUMMARY OF PERFORMANCE CATEGORIES AND TASKS****A. Primary Investigative Activities**

- Respond to crime scenes and conduct investigations in the field
- Canvass crime scene locations for witnesses, evidence, etc.
- Identify, collect and maintain evidence
- Interview victims and witnesses
- Interrogate suspects

Date Completed

**B. Follow-up (Investigative) Activities**

- Prepare search warrants
- Develop tactical plans for warrant service
- Serve search warrants
- Use computer databases to solve crimes, locate suspects, etc.
- Photo and/or Live Line-up Identifications
- Conduct Detective Initiated Arrests
- Complete Follow-Up Investigative Reports, Form 03.14.00

Date Completed

**C. Court Related Activities**

- Present cases to City Attorney (CA)/District Attorney (DA) for filing (Adult and Juvenile)
- Prepare victims/witnesses for court
- Court preparation and testimony

Date Completed

**D. Workload Management**

- Prioritize cases based on criteria (in-custody, named suspect, seriousness of crime, etc.)
- Use Detective Case Tracking System to update information on cases and review caseload
- Case Package organization for Disposition of Arrest and Court Action, Form 05.09.00, and Investigator's Final Report, Form 05.10.00, and Arrest Package

Date Completed

**E. Analysis**

- Analyze crime statistics and trends to solve and prevent crimes
- Review the Investigative Report, Form 03.01.00, for correct title, elements of the crime and completeness

Date Completed

**F. Communication**

- Establish and maintain a liaison with others (e.g., Senior Lead Officers, adjacent divisions, Federal Bureau of Investigation, Probation, Parole, other police departments)
- Develop and use communication strategies to share crime information
- Communicate with Detective III or appropriate supervisor regarding case status, strategies, etc.

Date Completed

*Depending on the volume of activity in the division of assignment, some tasks may require an alternative training activity to demonstrate competency of the task. Detective supervisors and training coordinators will be responsible for coordinating appropriate training activities whenever there is no opportunity to actually perform the task.*

**PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST**

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

**INSTRUCTIONS**

The Probationary Detective Performance Checklist (Checklist) is an essential element of the development of newly promoted detectives. The Checklist establishes specific measures of performance to both assess and guide the new detective's daily performance.

**General Instructions:**

- This Checklist is to be completed by the detective supervisors (e.g., Detectives II and III) at the probationary detective's division of assignment.
- All of the tasks must be signed off as "Competent" by the end of the detective's probationary period.
- The completed Checklist is to be signed, served, and placed in the employee's divisional file and personnel package.
- The working copy of the Checklist is to be kept in the Detective CO's office.
- All supervisors who evaluate the probationary detective shall be listed on Page 14.

**Area Probationary Coordinator Instructions:**

- Prepare a new Checklist for each probationary detective and place it in the Detective CO's office.
- Conduct routine audits to ensure that progress is being made to complete the Checklist.
- Liaise with the detective supervisors as appropriate, to review areas requiring completion on the Checklist.

**Detective Supervisor Instructions:**

- Actively observe and review the performance of the probationary detective and complete the Checklist.
 

**Note:** Probationary detectives may often perform multiple tasks on this Checklist in a single shift.
- Ensure that the probationary detective has been signed off as "Competent" in each of the tasks.
- Complete supporting performance documents (e.g., Employee Comment Sheet, Form 01.77.00 or Minor Commendation Report, Form 01.27.00, or Notice to Correct Deficiencies, Form Gen. 78) as appropriate.
 

**Note:** There should be at least one performance document for each of the six Checklist categories **within the six-month probationary period**.
- Provide and/or arrange for task specific training as needed (e.g., mock training scenarios).
- Create or assign performance opportunities for tasks on the Checklist (e.g., real tasks).
- Meet at least once a month with the probationary detective to review progress made on the Checklist.

Date	Det. Supvr. Initials	Performance Document Completed		Type	Competent		Training Given		How Trained
3/26/13	CB	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	CC	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	V (S) R W

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

**A. Primary Investigative Activities**

- **Respond to crime scenes and conduct investigations in the field**
  - Follow-up to crime scenes, utilizing tactics appropriate for plainclothes assignment.
  - Assume investigative responsibility, command and control.
  - Direct investigative activities of patrol and civilian responders at crime scenes.
  - Check officers' preliminary investigation.
  - Seek follow-up leads and conduct investigation(s).
  - Plan investigative objectives.
  - Identify victims, witnesses and suspects.
  - Determine if additional resources (e.g., Scientific Investigation Division photos, electronics) should respond to the scene.

Date	Det. Supvr. Initials	Performance Document		Competent	Training Given		How Trained
		Completed	Type		Yes	No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	V S R W

- **Canvass crime scene locations for witnesses, evidence, etc.**
  - Identify potential victims, witnesses and/or evidence.
  - Document statements (statement forms, audio, video, etc.).
  - Check for video cameras and obtain copies of recordings.
  - Door knock residences and businesses to the north, south, east, and west.
  - Consider deoxyribonucleic acid (DNA), fingerprints and other non-visible evidence.
  - Document locations covered.
  - Seek physical evidence (e.g., casings, holes, weapons used).
  - Prepare detailed documentation of the crime scene (e.g., crime scene sketch, completed field interview cards).

Date	Det. Supvr. Initials	Performance Document		Competent	Training Given		How Trained
		Completed	Type		Yes	No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	V S R W

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

o **Identify, collect and maintain evidence**

- Legally seize evidence (consent, search warrant).
- Follow Department protocols for booking evidence.
- When appropriate, have evidence photographed in its existing state prior to collection.
- Maintain and document legal chain of custody.
- Use appropriate containers for perishable evidence (e.g., DNA swabs).
- Distinguish between forensic and physical evidence.
- Ask victims and witnesses about possible evidence.

Date	Det. Supvr. Initials	Performance Document		Type	Competent		Training Given		How Trained				
		Completed	Yes		No	Yes	No	Yes	No	V	S	R	W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	S	R	W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	S	R	W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	S	R	W

o **Interview victims and witnesses**

- Document statements (e.g., written statement, audio, video).
- Explain court and criminal process to victim/witness.
- Provide appropriate resources (e.g., Marsy's Law, witness relocation, victim advocate).
- Cover all elements of the crime during questioning.
- Ask, "Is there anything else that would help this investigation?"
- Use open-ended questions.
- Separate and conduct individual interviews of all victims and witnesses.
- Seek a complete story.
- Cover the Who, What, When, Where, and How?
- Ask for leads about other witnesses and locations involved.
- Demonstrate a variety of interview techniques.
- Effectively handle uncooperative victims and witnesses.

Date	Det. Supvr. Initials	Performance Document		Type	Competent		Training Given		How Trained				
		Completed	Yes		No	Yes	No	Yes	No	V	S	R	W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	S	R	W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	S	R	W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	S	R	W

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

o **Interrogate suspects**

- Conduct interrogation in legal manner (e.g., Miranda, 5<sup>th</sup> and 6<sup>th</sup> Amendments, case law).
- Record the interrogation appropriately for the type of crime (e.g., written, audio, video).
- Establish and control the physical interrogation environment.
- Establish rapport with the suspect.
- Use silence to elicit responses.
- Complete a pre-interrogation work-up.
- Prepare and write out questions in advance.
- Prepare any ploys or ruses you may use.
- Give the suspect options.
- Demonstrate a variety of interview techniques.

Date	Det. Supvr. Initials	Performance Document Completed		Type	Competent		Training Given		How Trained	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**B. Follow-up (Investigative) Activities**o **Prepare search warrants and Ramey warrants**

- Meets the approval of detective supervisor/watch commander and magistrate.
- Meets the legal requirements for issuance of the search warrant.
- Complete the search warrant return within ten days of service.
- Include pertinent details (e.g., evidence).
- Have a supervisor review the warrant before it is submitted to a judge.
- Be aware of the timeline.
- Write out and maintain affiant's personal cumulative investigative experience and history.
- Include details to support elements of the crime and probable cause.
- Establish and build relationships with Deputy District Attorney, City Attorney, and judges.

Date	Det. Supvr. Initials	Performance Document Completed		Type	Competent		Training Given		How Trained	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST**

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

o **Develop tactical plans for warrant service**

- Document intelligence and all pertinent information on suspect location(s) to be served.
- Emergency/safety plan detailed and communicated.
- Scout and conduct surveillance of the location(s).
- Identify and arrange for support resources (e.g., officers, detectives, equipment).
- Conduct a risk assessment to ensure safety of involved persons.
- Make appropriate notifications.
- Prepare maps, drawings, photos, etc.
- Prepare a timeline and time analysis.

Date	Det. Supvr. Initials	Performance Document		Type	Competent		Training Given		How Trained	
		Completed	Yes		No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							

o **Serve search warrants**

- Identify risk level of search warrant based on safety and tactical concerns and history of the suspect, associates, and location.
- Brief personnel serving the search warrant of tactical plan prior to warrant service (e.g., assignments, expectations, photos, handouts, Safety Plan, PowerPoint).
- Establish command and control (utilize Incident Command System).
- Have a contingency plan for immediate follow-ups and roll back orders.
- Complete Follow-Up report and search warrant checklist within 10 business days.
- Ensure “Knock and Notice” rules are followed.
- Complete Search Warrant Tracking Log.

Date	Det. Supvr. Initials	Performance Document		Type	Competent		Training Given		How Trained	
		Completed	Yes		No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

- o Use computer databases to solve crimes, locate suspects, etc.
  - Use Department databases/programs to verify suspect criminal history and identify suspects.
  - Utilize outside computer software or the Internet to build or enhance cases.
  - Use Google, Palantir, Lexis-Nexis, NECS, DMV-Photos, etc.
  - Document use of data searches in Follow-Up reports.
  - Coordinate with both Department and outside agency analysts to achieve case goals.

Date	Det. Supvr. Initials	Performance Document		Competent		Training Given		How Trained	
		Completed	Type	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S
		<input type="checkbox"/> Yes	<input type="checkbox"/> No						
		<input type="checkbox"/> Yes	<input type="checkbox"/> No						
		<input type="checkbox"/> Yes	<input type="checkbox"/> No						

- o Photo and/or Live Line-up Identifications

- Know the procedural guidelines for show-ups, photographic line-ups and physical line-ups.
- Understand LAPD's field show-up/line-up policy.
- Understand the photographic line-up admonition.
- Properly document the process and identification (who transported, who read the admonition, the victim's identification and statements).
- Utilize CalPhoto or online assets to prepare non-subjective photo line-ups.

Date	Det. Supvr. Initials	Performance Document		Competent		Training Given		How Trained	
		Completed	Type	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V	S
		<input type="checkbox"/> Yes	<input type="checkbox"/> No						
		<input type="checkbox"/> Yes	<input type="checkbox"/> No						
		<input type="checkbox"/> Yes	<input type="checkbox"/> No						

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

o **Conduct Detective Initiated Arrests (DIA)**

- Engage in follow-up activities that lead to arrest.
- Use safe and appropriate tactics for a plainclothes assignment.
- Share identified suspect information with patrol officers and appropriate outside agencies.
- Conduct field follow-ups.
- Use warrants (Ramey Warrants and search warrants).
- Create and distribute internal and external Crime Bulletins.

Date	Det. Supvr. Initials	Performance Document		Type	Competent		Training Given		How Trained	
		Completed	Yes		No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

o **Complete Follow-Up Investigative Reports (Form 03.14.00)**

- Complete Follow-Up reports timely and accurately.
- Include updated case status information and corroboration for prosecution.
- Include specific details gathered in follow-up investigations.
- Add new data collected by investigation.
- Document actions to further the investigation.
- Address any deficiencies found in the original report.

Date	Det. Supvr. Initials	Performance Document		Type	Competent		Training Given		How Trained	
		Completed	Yes		No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST**

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

**C. Court Related Activities**

- **Present Cases to the City Attorney/District Attorney for filing (Adult and Juvenile)**
  - Knowledgeable of all pertinent aspects of the case and documentation during filing.
  - Disclosure of potential problems in the case to the CA/DA.
  - Ensure all search and seizure standards have been met.
  - Include all necessary paperwork: Filing Sheet, Warrant Sheet, Arraignment Sheet, investigative reports, background, Follow-Up reports, Disposition of Arrest and Court Action, and the Investigator's Final Report.
  - Ensure there are facts and evidence to meet all elements of the crime.
  - Complete the appropriate CA/DA forms.

Date	Det. Supvr. Initials	Performance Document		Competent	Training Given		How Trained	
		Completed	Type		Yes	No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

- **Prepare victims/witnesses for court**
  - Re-interview of victim/witness for clarification when discrepancies exist.
  - Preparation of victim/witness for court (e.g., psychologically, logistically).
  - Run victims and witnesses in Detective Case Tracking System (DCTS) for connection to other criminal investigations.
  - Ensure victims and witness show-up for court.

Date	Det. Supvr. Initials	Performance Document		Competent	Training Given		How Trained	
		Completed	Type		Yes	No		
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	V S R W

**PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST**

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

o **Court preparation and testimony**

- Communicate with patrol officers, victim/witness for preliminary hearing or trial.
- Organization of case with CA/DA for evidence and expert testimony.
- Ensure discovery requests are met.
- Meet with the DA prior to court.
- Ensure the latest version of police reports are provided to the DA and defense.
- Ensure service of subpoenas to victims and witnesses.
- Coordinate victim and witness attendance, including transportation, if necessary.
- Review all reports.
- Prepare for Proposition 115 testimony, if necessary.
- Ensure evidence is brought to court.

Date	Det. Supvr. Initials	Performance Document		Competent	Training Given		How Trained
		Completed	Type		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**D. Workload Management**o **Prioritize cases based on criteria (in-custody, named suspect, seriousness of crime, etc.)**

- Includes in-custody, Category I and Category II cases.
- Due diligence for search warrants.
- Assistance on the clearing of backlog cases.
- Handle in-custody cases first.
- Put arrestee on bus via NECS.
- Prioritize Category I over Category II cases.
- Establish a system for managing backlogs.

Date	Det. Supvr. Initials	Performance Document		Competent	Training Given		How Trained
		Completed	Type		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

o **Use Detective Case Tracking System to update information on cases and review caseload**

- Properly update case information on DCTS within due date.
- Case status is updated and elements for the clearance are articulated sufficiently.
- Update case notes regularly.
- Input case status and closures.
- Make entries for search warrants.
- Query data for analysis.
- Conduct self-audits.

Date	Det. Supvr. Initials	Performance Document		Competent	Training Given		How Trained
		Completed	Type		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

o **Case Package organization for close-out (Form 05.09.00, Form 5.10, arrest package, etc.)**

- The Disposition of Arrest and Court Action, Investigator's Final Report and arrest packages are completed timely and accurately.
- Understands the purpose and routing of the Disposition of Arrest and Court Action, Investigator's Final Report and arrest packages for distribution.
- Follow the case package checklist.

Date	Det. Supvr. Initials	Performance Document		Competent	Training Given		How Trained
		Completed	Type		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

**E. Analysis**

- **Analyze crime statistics and trends to solve and prevent crimes**
  - Identify a crime pattern and/or trend in a given area.
  - Develop a plan of action to reduce crime trends in a given area.
  - Identify resources and communicate a plan to reduce or improve the quality of life in a given area.
  - Review crime bulletins.
  - Work with other tables and patrol to find common trends.
  - Review crime statistics.
  - Apply data to action and plans.
  - Coordinate with any available analysts or specific crime experts.

Date	Det. Supvr. Initials	Performance Document			Competent		Training Given		How Trained	
		Completed	Type		Yes	No	Yes	No	Yes	No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V S R W	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V S R W	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V S R W	

- **Review Investigative Reports for correct title, elements of the crime and completeness**
  - When the elements of a crime have not been indicated, ensure the proper protocol and/or documentation.
  - Organize or provide training or mentoring to patrol to ensure accurate Investigative Reports.
  - Follow-up with patrol officers on questions not answered.
  - Take follow-up action to fix errors or investigative gaps.
  - Recommend reclassification (crime title) to table coordinator when factually supported.

Date	Det. Supvr. Initials	Performance Document			Competent		Training Given		How Trained	
		Completed	Type		Yes	No	Yes	No	Yes	No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V S R W	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V S R W	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V S R W	

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

**F. Communication**

- Establish and maintain a liaison with others (e.g., Senior Lead Officers, adjacent divisions, FBI, Probation, Parole, other police departments)
  - Establish a contact list.
  - Use phone calls and in-person meetings to establish rapport.
  - Consider joining professional organizations.

Date	Det. Supvr. Initials	Performance Document			Competent		Training Given		How Trained	
		Completed	Type		Yes	No	Yes	No	Yes	No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	S
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Develop and use communication strategies to share crime information
  - Use of social media to connect with communities.
  - Prepare and distribute community crime alerts.
  - Attend Neighborhood Watch Meetings to share crime information.
  - Attend patrol roll calls to share and discuss crime trends and information.

Date	Det. Supvr. Initials	Performance Document			Competent		Training Given		How Trained	
		Completed	Type		Yes	No	Yes	No	Yes	No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	V	S
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R	W
		<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

- Communicate with the Detective III or other appropriate supervisor regarding case status, strategies, etc.
  - Meet and brief regularly.
  - Develop strategies with supervisors for clearing cases.
  - Follow "ring-in" procedures and officer safety protocols.

Date	Det. Supvr. Initials	Performance Document		Type	Competent		Training Given		How Trained				
		Completed	Yes		No	Yes	No	Yes	No	V	S	R	W
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

List of supervisors responsible for completing this Checklist:

Rank	Name (print)	Serial No.	Initials	Division
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## PROBATIONARY DETECTIVE PERFORMANCE CHECKLIST

Name of Probationary Detective: \_\_\_\_\_

Serial No.: \_\_\_\_\_

 **SATISFACTORY**

Successfully demonstrated by actual performance of the duties and responsibilities of Police Detective fitness to hold the position of Police Detective.

 **UNSATISFACTORY**

Failed to demonstrate by actual performance of the duties and responsibilities of Police Detective fitness to hold the position of Police Detective.

*Print Name*Detective Supervisor Completing  
(Rank, Serial No.)*Signature*

Date

*Print Name*Detective Commanding Officer  
(Rank, Serial No.)*Signature*

Date

I hereby acknowledge that I have received a copy of this document. I further understand that this document will be placed in my personnel package.

*Employee Signature*

Date